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**MEMORANDUM FOR: Director of Communications
Director of Security**

SUBJECT : Building Planning Staff

1. At the direction of the Executive Director-Comptroller, the Office of Logistics recently established a Building Planning Staff. The major mission of this Staff is to prepare recommendations leading to the approval of a plan which, when completely implemented, will see by calendar year 1980 the maximum feasible degree of consolidation of Agency personnel and physical assets, now distributed throughout the Washington metropolitan area, located at the Langley Headquarters site.

2. Currently, we have one staff employee, an engineer, assigned to the Building Planning Staff. This individual is now drawing together some of the basic information which will be needed when the Staff becomes fully operational. The Office of Logistics will assign one general duty officer and clerical support to the Staff in the immediate future.

3. The Deputy Director for Support has instructed that I request you to provide me with one person on detail from each of your respective Offices who will also be available to assist in this undertaking. In choosing individuals for this assignment, you should bear in mind that this detail may last one year or more. While the persons you select may at first be required only on a part-time basis, eventually the detail will encompass all of their time.

4. In addition to the above, the persons you choose should be knowledgeable of your fields, particularly as they may exist some 10 years from now. They should be responsible enough in your esteem to be able to make decisions on your behalf when the need arises.

5. I would appreciate it greatly if I could have the names of your detailees as soon as possible so that I may report them to the Deputy Director for Support. I have attached a copy of the Building Planning Staff Charter for your information.

Distribution:

Signed: George E. Meloon

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**George E. Meloon
Director of Logistics**

Att

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